

## SEPTIC PERMIT PROCESS

Submit permit application to Health Department

Technical review of septic design

Approved

Not Approved

Permit card and  
copies of  
approved plan  
to applicant

Notify Incorporated  
Building Dept. of  
approval if  
located within  
municipality

Memo to  
applicant &  
designer

Revisions received

### How many inspections are required?

The number of inspections depends on the type of system installed:

- Type 1 or 2 System: Prior to Backfill
- Type 3 System: Plow Inspection  
Prior to Backfill
- Type 4 System: Plow Inspection  
Prior to Backfill  
After Backfill
- Type 5 System: Plow Inspection  
Sand Fill Inspection  
Prior to Backfill  
After Backfill

### What if corrections are necessary?

A correction notice will be left onsite. A re-inspection should be requested after the corrections have been made by the licensed septic contractor.

### How do I know if my septic installation is approved?

Department staff will sign the permit card, if available, when the installation has been approved. If the permit card is not accessible, an inspection notice will be left onsite.

## Checklist of Items to be Submitted with Your Septic Permit Application

### New or Replacement Septic Installation

Plat of Survey

Soil Boring Report

4 Copies of Septic Design

Completed Well Application

Fee

Additional information may be necessary depending on the specific project.

### Septic Tank Installation or Abandonment

#### Plot Plan that includes:

Structure Locations

Lot Dimensions

Tank Size and Location

Number of Bedrooms

Seepage System Components  
(type and location)

Method of Abandonment  
(if applicable)

Reason for Abandonment  
(if applicable)

Water Supply Types and Locations

Fee

**MCDH**

McHenry County Department of Health

2200 N Seminary Ave—Building A

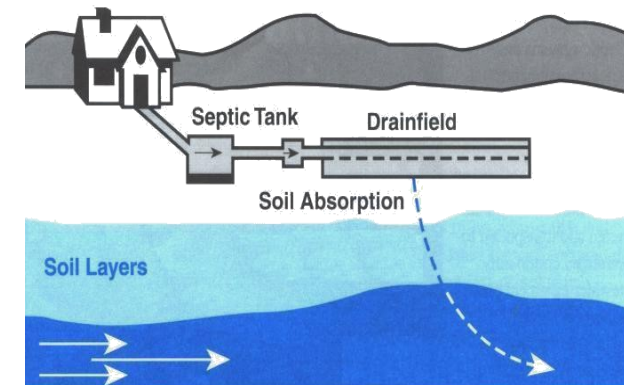
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# So You Are Applying For A Septic Permit . . .



## WHAT YOU SHOULD KNOW



The McHenry County Department of Health is the agency responsible for reviewing and issuing septic system permits in McHenry County. This brochure addresses the most commonly asked questions regarding obtaining a septic permit. Department staff are available to answer additional questions or to provide consultative assistance.

**When do you need a septic permit?**

A septic system permit is required before a septic system is installed, repaired, extended, replaced or abandoned in McHenry County. Some very minor repairs (rodding lines, replacing solid pipe, replacing damaged distribution or drop boxes) do not require a permit. Consult with the Health Department prior to starting any work.

**Who can design a septic system?**

In McHenry County, septic system designs must be drawn by or under the direct supervision of a:

- Licensed Professional Engineer  
or
- Licensed Private Sewage System Installation Contractor  
or
- Licensed Environmental Health Practitioner

A list of septic system designers is available from the Department.

**Who can install a septic system?**

Septic systems must be installed by a Licensed Private Sewage System Installation Contractor.

**Where do I apply for a septic permit?**

A septic system permit application is submitted to the McHenry County Department of Health, Environmental Division. The necessary application forms are available at the Health Department, and applications may be submitted in person or by mail.

**What do I need to submit with my permit application?**

The types of required supporting documentation varies based upon the type of permit. Please see the reverse of this brochure for an application checklist by permit category. Additional information may be required depending on the specific project. Staff will advise you upon receipt of the file.

**What are the septic permit fees?**

- Residential (single family dwelling) \$255
- Non-Residential or Multi-Family
  - Flows ≤ 1,000 gallons per day (gpd) with pre-design meeting \$440
  - Flows ≤ 1,000 gpd with no pre-design meeting \$575
  - Flows 1,001 to 2,000 gpd with pre-design meeting \$600
  - Flows 1,001 to 2,000 gpd with no pre-design meeting \$780
  - Flows ≥ 2001 gpd with pre-design meeting \$760
  - Flows ≥ 2001 gpd with no pre-design meeting \$990
- Alteration or Repair \$100
- Septic Component Abandonment\* \$100
- Engineer Fee for revised blueprints \$45

*\* No charge if done with new tank installation.*

**What are the water well permit fees?**

- Construct New Well, Replacement Well \$100
- Alteration, Extension or Modification \$100
- Well Abandonment \*\* \$100

*\*\* \$50 if done at time of new well installation.*

**How does the septic permitting process work?**

A permit application is submitted to the Health Department for review to ensure that the septic design meets the requirements of the Public Health Ordinance. A permit is issued when the application is complete. When the permit application is incomplete, the applicant and designer are notified in writing to provide the additional information. The permit file is reviewed again for compliance, and the permit is issued when the permit application is complete.

**Please reference the flow chart on the reverse side of this brochure.**

**How long does it take to get a septic permit?**

Department staff typically completes the initial technical review within five (5) working days of receipt for new files and within three (3) working days of receipt for revised permit files. If the septic application is complete and accurate after the review, the permit will be available the next working day. If revisions are required, additional time is necessary to notify the designer and applicant, and receive and review the additional information.

**Where should the permit be posted?**

The permit card should be posted in a conspicuous location on site, preferably outside so it is available for staff signature when the installation is approved.

**How do I schedule a septic inspection?**

Either the property owner or Licensed Private Sewage System Installation Contractor must contact the Health Department and request an inspection. Department staff will inspect the septic installation the following working day.

**What if changes are needed after the permit has been approved?**

The septic system needs to be installed per the approved septic design. If changes are required after the septic design has been approved (i.e. house location, tank or field locations, numbers or lengths of trenches, etc.), a revised septic system design must be submitted and approved prior to installation of the system. Very minor changes may not require a revision. Contact the Health Department with questions prior to starting any work.

**What if I decide to cancel my permit?**

Upon written request, a refund of 1/2 of the permit fee may be issued if a permit application is denied or if an approved permit application is cancelled prior to expiration and before any field work has been completed. Fees for cancelled reviews of septic suitability of soil borings and/or septic system impact reviews are non-refundable once the Department has completed its initial review of the file.